NATIONAL ENDOWMENT FOR THE

Humanities

DIVISION OF **RESEARCH PROGRAMS**

FELLOWSHIPS

Online applications will be accepted through May 1, 2014 (for projects beginning as early as January 1, 2015). Applicants will be notified of the decision by e-mail in early December 2014.

Catalog of Federal Domestic Assistance (CFDA) Number: 45.160

Item referred to in this document needed to complete your application:

□ Grants.gov application package and instructions

Also see the **application checklist** at the end of this document.

Type of award

Fellowships support continuous full-time work for a period of six to twelve months. Successful applicants receive a stipend of $4,200 per month. The maximum stipend is $50,400 for a twelve-month period.

Questions?

Contact NEH's Division of Research Programs at 202-606-8200 or fellowships@neh.gov. Hearing-impaired applicants can contact NEH via TDD at 1-866-372-2930.

Submission via Grants.gov

All applications to this program must be submitted via Grants.gov.
We strongly recommend that you complete or verify your registration at least two weeks before the application deadline, as it takes time for your registration to be processed.

I. Program Description

Fellowships support individuals pursuing advanced research that is of value to humanities scholars, general audiences, or both. Recipients usually produce articles, monographs, books, digital materials, archaeological site reports, translations, editions, or other scholarly resources in the humanities. Projects may be at any stage of development.

NEH encourages submission of Fellowships applications from independent scholars and faculty at Hispanic-Serving Institutions, Historically Black Colleges and Universities, and Tribal Colleges and Universities.

Fellowships may not be used for

- projects that seek to promote a particular political, religious, or ideological point of view;

- projects that advocate a particular program of social action;

- specific policy studies;

- research for doctoral dissertations or theses by students enrolled in a degree program;

- the preparation or revision of textbooks;

- curriculum development;

- the development of teaching methods or theories;

- education or technical impact assessments;

- empirical social science research, unless part of a larger humanities project;

- inventories of collections;

- works in the creative and performing arts (for example, painting, writing fiction or poetry, dance performance, etc.);

- the writing of autobiographies and memoirs; or

- the writing of guide books, how-to books, and self-help books.

Bridging Cultures

The Fellowships program welcomes projects that respond to NEH's Bridging Cultures initiative. Such projects could focus on cultures internationally or within the United States. International projects might seek to enlarge Americans' understanding of other places and times, as well as other perspectives and intellectual traditions. American projects might explore the great variety of cultural influences on, and myriad subcultures within, American society. These projects might also investigate how Americans have approached and attempted to surmount seemingly unbridgeable cultural divides, or examine the ideals of civility and civic discourse that have informed this quest. In connection with a focus on civic discourse, projects might explore the role of women in America's civic life as well as the civic role of women in other cultures and regions of the world.

Standing Together: The Humanities and the Experience of War

NEH welcomes proposals for projects that focus on the history, experience, or meaning of war and military service. Humanities disciplines such as history, literature, philosophy, and the study of religion can deepen our understanding of war and military service both historically and in our own time. The study of the humanities can also lend perspective to veterans' understanding of their military service and can facilitate veterans' return to civilian life. All projects supported by NEH must be informed by scholarship and insights from the humanities.

More information about this special encouragement is available here.

All applications will be given equal consideration in accordance with the program's evaluation criteria, whether or not they respond to the *Bridging Cultures* or the Standing Together initiative.

Providing access to grant products

As a taxpayer-supported federal agency, NEH endeavors to make the products of its awards available to the broadest possible audience. Our goal is for scholars, educators, students, and the American public to have ready and easy access to the wide range of NEH grant products. For the Fellowships program, such products may include digital resources, websites, and the like. For projects that lead to the development of websites, all other considerations being equal, NEH gives preference to those that provide free access to the public. Additional guidance on access and dissemination matters can be found in Section IV, Final product and dissemination, below.

II. Award Information

Fellowships cover periods lasting from six to twelve months at a stipend of $4,200 per month. The maximum stipend is $50,400 for a twelve-month period. Applicants should request award periods that suit their schedules and the needs of their projects. Requesting an award period shorter than twelve months will not improve an applicant's chances of receiving a fellowship.

Recipients may begin their awards as early as January 1, 2015, and as late as September 1, 2016.

The award period must be **full-time** and **continuous**. Teaching and administrative assignments or other major activities may not be undertaken during the fellowship period.

Prospective applicants who have questions are encouraged to contact the Fellowships staff at fellowships@neh.gov.

Cost sharing and indirect costs

Fellowships are awarded to individuals, not to institutions. They do not require cost sharing and do not include indirect costs.

III. Eligibility

The Fellowships program accepts applications from researchers, teachers, and writers, whether they have an institutional affiliation or not.

Citizenship

All U.S. citizens, whether they reside inside or outside the United States, are eligible to apply. Foreign nationals who have been living in the United States or its jurisdictions for at least the three years prior to the application deadline are also eligible.

Currently enrolled students

While applicants need not have advanced degrees, individuals currently enrolled in a degree-granting program are ineligible to apply. Applicants who have satisfied all the requirements for a degree and are awaiting its conferral are eligible for NEH Fellowships; but such applicants need a letter from the dean of the conferring school or their department chair attesting to the applicant's status as of May 1, 2014. This signed letter may be faxed to the program at 202-606-8204; alternatively, a PDF version of the signed letter may be included as an attachment to an e-mail message sent to fellowships@neh.gov. In either case, the letter must arrive no later than May 1, 2014.

Dissertation revisions

Applicants may seek funding for projects based on completed dissertations. Proposals for dissertation revisions must include a discussion of the ways in which the new project moves beyond the original dissertation.

Projects previously supported by NEH Fellowships

An applicant may apply for funding for a project that has previously received an NEH Fellowship. NEH will ask evaluators to review the accomplishments from the prior fellowship and determine if the project warrants additional support.

An NEH grant for one stage of a project does not commit NEH to continued support for the project. Applications for each stage of a project are evaluated independently.

Concurrent grants from other organizations

Recipients of NEH Fellowships may simultaneously hold fellowships or grants from institutions other than NEH—including sabbaticals and grants from their own institutions—in support of the same project during their award period.

Collaborative projects

The NEH Fellowships program is designed primarily for individual researchers. Awards may not be divided. If you are seeking funding for more than one participant in a collaborative project, each person seeking funding must submit a separate application specifying the individual contribution. Panelists will be asked to evaluate each application on its own merits. Each application should clearly explain how the work will be divided and the extent to which each collaborator's contribution depends on that of the other(s). Applicants who are seeking funding only for themselves but who are working as part of a collaborative team are also eligible. In this case, too, the application should clearly explain how the work will be divided and the extent to which each collaborator's contribution depends on that of the other(s). Applicants proposing to work together may wish to apply instead or in addition for an NEH [Collaborative Research](#) grant.

Multiple applications

Applicants may compete concurrently in the following programs for individuals in a given year:

- [Summer Stipends](#);

- [Awards for Faculty at Hispanic-Serving Institutions](#), [Historically Black Colleges and Universities](#), and [Tribal Colleges and Universities](#);

- NEH and National Science Foundation - [Fellowship Program for Documenting Endangered Languages (DEL)](#);

- Japan-United States Friendship Commission (JUSFC) - [Fellowship Program for Advanced Social Science Research on Japan](#); and

- Library of Congress (LOC) - [John W. Kluge Center Fellowships](#).

Successful Fellowships applicants who plan research at the Library of Congress may be offered a jointly funded NEH-LOC Kluge Center Fellowship.

Applicants may receive only one NEH individual award in the federal fiscal year 2015 (October 1, 2014-September 30, 2015).

Applications that violate the format instructions (including length limits) will not be reviewed. Late, incomplete, or ineligible applications will also not be reviewed.

IV. Application and Submission Information

Applications must be submitted before 11:59 p.m. (Eastern Time) on May 1, 2014.
All applicants must submit their proposals by means of an individual account at Grants.gov, the central federal government portal for all grant applications.

NEH suggests that you submit your application as early as possible, but not later than 5:00 p.m. Eastern Time on the day of the deadline. Doing so will leave you time to contact the Grants.gov help desk for support, should you encounter a technical problem of some kind. The Grants.gov help desk is now available seven days a week, twenty-four hours a day (except on federal holidays), at 1-800-518-4726. You can also send an e-mail message to support@grants.gov.

A. HOW TO PREPARE YOUR APPLICATION

Before beginning, applicants should review the evaluation criteria listed below in Section V and consult the Frequently Asked Questions document and sample application narratives, which are available on the program resource page.

Because of the large number of applications received, the Fellowships staff is not able to read and comment on draft proposals. However, potential applicants may discuss with staff specific concerns or questions that arise during the preparation of their proposals. Contact NEH's Division of Research Programs at 202-606-8200 or fellowships@neh.gov. Hearing-impaired applicants can contact NEH via TDD at 1-866-372-2930.

Once an application has been submitted, staff will not comment on it except with respect to issues of completeness and eligibility. All applications must be downloaded, completed, and submitted via Grants.gov. Your application should include the following parts.

1. **Narrative—Not to Exceed Three Single-Spaced Pages**

   The narrative should provide an intellectual justification for your project, addressing the four areas listed below: research and contribution; methods and work plan; competencies, skills, and access; and final product and dissemination. A simple statement of need or intent is insufficient. The narrative should not assume specialized knowledge and should be free of technical terms and jargon.

   Applicants should format single-spaced pages with one-inch margins and with a font size no smaller than eleven point. Applications exceeding the page limit or violating the format instructions will not be reviewed.

   o *Research and contribution*

      Describe the intellectual significance of the proposed project, including its value to humanities scholars, general audiences, or both. Provide an overview of the project, explaining the basic ideas, problems, or questions examined by the study. Explain how the project will complement, challenge, or expand relevant studies in the field.

o *Methods and work plan*

Describe your method(s) and clarify the part or stage of the project that will be supported by the fellowship. Provide a work plan describing what will be accomplished during the award period. Your work plan must be based on a full-time commitment to the project; part-time work is not allowed. If you do not anticipate finishing the entire project during the award period, discuss your plan for doing so.

For book projects, explain how the final project will be organized. If possible, provide a brief chapter outline. For digital projects, describe the technologies that will be used and developed, and explain how the scholarship will be presented to benefit audiences in the humanities.

If you are requesting funding for the development, acquisition, preservation, or enhancement of geospatial data, products, or services, you must conduct a due diligence search at the Data.gov [list of datasets](#) to discover whether the needed geospatial-related data, products, or services already exist. If not, you must produce the proposed geospatial data, products, or services in compliance with applicable proposed guidance posted at http://www.fgdc.gov.

o *Competencies, skills, and access*

Explain your competence in the area of your project. If the area of inquiry is new to you, explain your reasons for working in it and your qualifications to do so. Specify the level of competence in any language or digital technology needed for the study. Describe where the study will be conducted and what research materials will be used. If relevant, specify the arrangements for access to archives, collections, or institutions that contain the necessary resources.

o *Final product and dissemination*

Describe the intended audience and the intended results of the project. Explain how the results will be disseminated and why these means are appropriate to the subject matter and audience. If the project has a website, provide the URL.

If the final product will appear in a language other than English, explain how access and dissemination will be affected.

NEH expects grantees to provide broad access to all grant products, insofar as the conditions of the materials and intellectual property rights allow. In the case of digital products NEH strongly encourages projects that will offer free public access to online resources. For projects that lead to the development of websites, all other considerations being equal, NEH gives preference to those that provide free access to the public.

2. **Bibliography—Not to Exceed One Single-Spaced Page**

The bibliography should consist of primary and secondary sources that relate directly to the project. Include works that pertain to both the project's substance and its theoretical

or methodological approaches. Evaluators will use the bibliography to assess your knowledge of the subject area. Any standard format is acceptable.

3. **Résumé—Not to Exceed Two Single-Spaced Pages**

   Your résumé should provide the following:

   o *Current and Past Positions*.

   o *Education*: List degrees, dates awarded, and titles of theses or dissertations.

   o *Awards and Honors*: Include dates. If you have received prior support from NEH, indicate the dates of these grants and the publications that resulted from them.

   o *Publications*: Include full citations for publications and presentations.

   o *Other Relevant Professional Activities and Accomplishments*.

4. **Appendix—Only for Editions, Translations, or Database Projects, or for Proposals that Include Visual Materials**

   o *Editions or Translations*: Provide a sample of the original text (one page) and the edited or translated version (one page).

   o *Database Projects*: Provide a sample entry (one page).

   o *Visual Materials*: Provide a sample (one page) in PDF format, not .jpg or other common graphic format.

   Applications including any other appendices will be declared ineligible.

5. **Letters of Recommendation**

   In addition to preparing the narrative, bibliography, résumé, and (if necessary) appendix, applicants are also asked to solicit two letters of reference. Provide the names, e-mail addresses, and affiliations for your two reference letter writers on the NEH Supplemental Information for Individuals Form. Please supply only **one** e-mail address for each referee in the relevant field. (The form is explained below, in the instructions for Form III.) Approximately seven to ten days after the deadline, NEH will send requests to your letter writers, asking them to submit their letters online. Letters must be submitted online not later than June 3, 2014.

B. HOW TO SUBMIT YOUR APPLICATION VIA GRANTS.GOV

All applications must be submitted via Grants.gov. NEH does not accept applications by e-mail or fax. What follows is a step-by-step guide for submitting your NEH Fellowships application through Grants.gov.

To assist applicants, Grants.gov provides a helpful [troubleshooting page](#).

STEP 1: Register with Grants.Gov

NEH strongly recommends that you complete your registration at least two weeks before the application deadline.

If you are registering with Grants.gov for the first time as an individual applicant, go to https://apply07.grants.gov/apply/IndCPRegister and enter this Funding Opportunity Number:

20140501-FA

When you are completing the registration form, the Grants.gov system should automatically fill in the box for the DUNS number with a code such as INDV00000. Do not attempt to change this code (for example, by entering the DUNS number of your institution).

Applicants who have already registered at Grants.gov as individuals need not re-register to submit their proposals. We encourage you, however, to check your account ahead of the deadline to confirm that it is still active and that your password has not expired.

Please be certain to use a Grants.gov individual account to submit your application. The Grants.gov system will not allow you to submit a Fellowships application through an institutional account.

If you have problems registering with Grants.gov, contact the Grants.gov help desk at 1-800-518-4726 or support@grants.gov.

Applicants who lose their username and password can request a reminder at https://apply07.grants.gov/apply/login.faces?userType=applicant&cleanSession=1.

STEP 2: Download the Current Version of the Free Adobe Reader

To fill out your application, you will need to download and install the latest version of Adobe Reader, which is available at no charge and is compatible with both PCs and Apple computers. Using older versions of Adobe Reader, or other readers such as Apple Preview, will prevent your application from being processed properly. To download the Adobe Reader or update the Reader already installed on your computer, go to www.adobe.com. Click on "Adobe Reader" under "Download" and then click on "Install now." Once installed, this software will enable you to view and fill out Grants.gov application packages for any federal agency.

STEP 3: Download the Application Package

To submit your application, you will need to download the application package from the Grants.gov website. (To ensure that your browser is fully compatible with the Grants.gov website, check this list.) You can download the application package at any time. (You do not have to wait for your Grants.gov registration to be complete.) A link to the Grants.gov application package can be found on the program resource page.

Save the application package to your computer's hard drive. Like any other file on your computer, the NEH Fellowships application can be selected, opened, and saved; you do not have to be online to work on it. You can save your work by clicking the "Save" button at the top of the screen.

STEP 4: Prepare the Application Forms

The application package contains three forms that you must complete in order to submit your application:

- **Form I: Application for Federal Domestic Assistance - Individual Form**—this Grants.gov form asks for basic information about the project and the applicant.

- **Form II: Attachments Form**—this Grants.gov form allows you to attach the components of your application: the narrative, the bibliography, the résumé, and (if necessary) an appendix.

- **Form III: NEH Supplemental Information for Individuals Form**—this NEH form asks for professional and institutional information about you and about your reference-letter writers.

Form I: How to Fill Out the Application for Federal Domestic Assistance - Individual Form

In the "Application Filing Name" field that appears upon opening the application package, type your name.

Click on Application for Federal Domestic Assistance - Individual Form to open the form.

You may disregard items 1-4 on the form:

1. Name of Federal Agency: This is filled in automatically.

2. Catalog of Federal Domestic Assistance Number: This is filled in automatically.

3. Date Received: Please leave blank.

4. Funding Opportunity Number and Title: Both are filled in automatically.

Provide the following information for items 5-7:

5. Applicant Information (includes the following sections):

a. "Name and Contact Information." Provide your name, telephone number, **e-mail address**, and mailing address. **Note**: You must include an e-mail address in the "Email" field, even though it is not highlighted as a required field. NEH will use this e-mail address to notify you of the outcome of your application.

b. "Address." Provide your mailing address. **Note**: Your ZIP code must include the four-digit extension, preceded by a hyphen. If you do not know your four-digit extension, use "-0000" (four zeros).

c. "Citizenship Status." Indicate with an "X."

d. "Congressional District of Applicant." Enter the number (just the number, not the state) of your Congressional district. To find the number of your Congressional district, visit the House of Representatives website at http://www.house.gov and type your ZIP code into the "Find Your Representative" tool. If you do not have a Congressional district (that is, you are in a state or U.S. territory that does not have districts or you are in a foreign country), enter a "0" (zero). If you live in one district but your institution is in another, provide the number for the district in which you live.

6. Project Information (includes the following sections):

a. "Project Title." Enter this, even though the field is not highlighted. The title should be brief (not more than 125 characters), descriptive, and informative to a nonspecialist audience. Note that NEH reserves the right to change the titles of projects that receive awards.

b. "Project Description." Describe your project for a nonspecialist audience, stating the importance of the proposed work to larger issues in the humanities. **Do not exceed one thousand characters, including spaces.**

Note 1: If you exceed one thousand characters, including spaces, the Grants.gov validation software may reject your application or cut off your project description at the thousand-character limit.

Note 2: Because of a programming error, the Grants.gov software governing the Project Description field converts every curved (or "curly") apostrophe and quotation mark and every special character into a string of three question marks. Although these extraneous question marks do not affect the evaluation of your proposal, they may put your character count over the limit. There are two solutions. Either a) retype all apostrophes, quotation marks, and special characters after copying-and-pasting the text of your project description in the Project Description field, or b) type, rather than copy-and-paste, your entire project description in the field.

c. "Proposed Project." Enter the starting and ending dates for your project. You may change these dates if you receive an award. You may also shorten the award period, but you may not lengthen it.

7. Signature: Click on the "I Agree" box.

Click on the "Save" button at the top of the form to save your work and return to the main menu.

Form II: How to Use the Attachments Form

Using the same procedure you have used for Form I, open the form and complete it.

The component parts of your application must be attached to the Attachments Form in Portable Document Format (PDF). NEH cannot accept attachments in their original word processing, graphic, or spreadsheet formats. If you do not have access to software to convert your files into PDFs, many available low-cost and free software packages will do so.

When you open the Grants.gov Attachments Form, you will find fifteen attachment buttons, labeled "Attachment 1" through "Attachment 15." By clicking on a button, you will be able to choose the file from your computer that you wish to attach. You must name and attach your files in the proper order, as listed below:

ATTACHMENT 1: To this button, please attach your project **narrative**. Name the file "narrative.pdf".

ATTACHMENT 2: To this button, please attach your **bibliography**. Name the file "bibliography.pdf".

ATTACHMENT 3: To this button, please attach your **résumé**. Name the file "resume.pdf".

ATTACHMENT 4: To this button, please attach your **appendix** (only if necessary). Necessary appendices include editing samples, translation samples, database samples, and visual materials. Name the file "appendix.pdf".

Note: To ensure that NEH's system does not reject your application after it has been retrieved from Grants.gov, check that your attachments meet the following requirements:

1. All attachments must be in PDF format.

2. Attachments must be in the specified order and must use the specified names.

3. Attachments must not exceed the specified length limitations.

4. No attachments other than those specified above may be included.

Form III: How to Fill Out the NEH Supplemental Information for Individuals Form

Using the same procedure you have used for Forms I and II, open the form and provide the following information:

- *Field of Project:* Using the drop-down menu, indicate the field(s) of your project. You may select one, two, or three fields. If you select more than one, list the primary field first.

- *Project Director Field of Study:* Using the drop-down menu, choose the field of study that best describes your area of expertise.

- *Address Information:* Please indicate whether the address that you have given on the Application for Federal Domestic Assistance - Individual form is your home or work address.

- *Institutional Affiliation:* If you are not affiliated with an institution of higher education, please click "No" and continue to the Status section. If you are affiliated with an institution of higher education, please complete the information for that institution. Applicants are strongly encouraged to include their institution's DUNS number and TIN/EIN number. These numbers are generally provided by an institution's sponsored research office and greatly improve efficiency when your application is being processed.

- *Status:* Indicate if you are a junior scholar or a senior scholar. Junior scholars are defined as those who are seven years or fewer beyond their final degree; senior scholars are defined as those who are eight years or more beyond their final degree.

- *Reference Letters:* Provide the names, e-mail addresses, and affiliations for your two recommenders. **Enter only one e-mail address for each recommender.** (Applicants are responsible for providing accurate e-mail addresses. The NEH system will use the addresses exactly as they have been entered on this form.) About seven to ten days after the deadline, NEH will e-mail requests to the two recommenders, with instructions for submitting their letters online. Applicants are responsible for ensuring that their recommenders have received these requests and that the letters are properly submitted. (For additional information, see the "Checking the Status of Your Letters of Reference" section below.) To ensure full consideration, letters must be submitted online **not later than June 3, 2014**. Late letters will be added to your file when they arrive, but it is possible that evaluators will not take them into account.

  Applicants are responsible for providing referees with relevant materials (such as a draft of the application). Letters of reference are more highly regarded if they address the specific proposed activity and the candidate's ability to undertake it. Ideally, referees should come from different institutions.

  Missing reference letters will not disqualify an application from review.

- *Nominating Official:* Please leave this section blank.

STEP 5: Upload Your Application to Grants.Gov

When you have completed the Application for Federal Domestic Assistance - Individual Form and the NEH Supplemental Information for Individuals Form and attached the component parts of your application to the Attachments Form, follow these steps:

1. Save your work by clicking the "Save" button at the top of the application package.

2. Click the "Check Package for Errors" button to ensure that you have completed all the fields on the Application for Federal Domestic Assistance - Individual Form.

3. Correct any errors; if none are found, again click the "Save" button. This will activate the "Save and Submit" button.

4. To submit your application, click the "Save and Submit" button. Your computer will automatically connect to the Internet, and the Grants.gov Applicant Login page will appear. Supply your username and password (see STEP 1 above), and click the "Login" button.

5. A Security Warning pop-up box will appear. Click on "Allow."

6. The Grants.gov Application Submission Verification and Signature page will appear. Click on the "Sign and Submit Application" button.

7. Another Security Warning pop-up box will appear. Click on "Allow." Your application package will be uploaded to Grants.gov. When you receive e-mail confirmation of your submission from Grants.gov (generally, this occurs within two minutes), you may exit the program.

Note: If you find that you need to make a change to your application after you have submitted it, you may do so any time before the application deadline. Simply submit the corrected version through Grants.gov. All submissions are time-stamped, and NEH will keep only your most recent one.

After you submit your application, you should receive four e-mail messages confirming receipt of your application. To ensure that your application is properly processed, please verify that you have received all four confirmations:

1. Grants.gov Submission Receipt;

2. Grants.gov Submission Validation Receipt;

3. Grants.gov Grantor Agency Retrieval Receipt; and

4. NEH confirmation receipt

The first three e-mail messages are from Grants.gov and are normally sent within twenty-four hours of the submission; delays can, however, occur when system usage is heavy. Each message includes your application's Grants.gov tracking number. Keep these messages for your records.

If you do not receive all three messages from Grants.gov, or if the messages indicate that the application has been rejected, contact Grants.gov (www.grants.gov) at 1-800-518-GRANTS (4726) or support@grants.gov. Include the Grants.gov tracking number in correspondence regarding the application.

The fourth e-mail message is from NEH and assigns your application an NEH tracking number, which is different from your Grants.gov tracking number. You will receive this e-mail message within ten business days **after** the application deadline. Keep this message, too, for your records.

You will need both your Grants.gov tracking number and your NEH tracking number in order to send reminder e-mail messages to your referees if that should be necessary.

DEADLINES

Applications for NEH Fellowships must be received by Grants.gov by 11:59 p.m. Eastern Time on May 1, 2014. Grants.gov will date- and time-stamp your application after it is fully uploaded. Applications submitted after that date will not be accepted.

Checking the Status of Your Letters of Reference

You will be notified by e-mail when each of your letters of reference has been received. After you have received your NEH confirmation receipt, you may also check the status of your letters of reference by logging in to the secure area of NEH's website. Enter your NEH tracking number (or application number) and your Grants.gov tracking number. You will be able to see the names and e-mail addresses of your letter writers and whether their letters of reference have arrived. If necessary, you may send reminders to your letter writers (including the upload link) from this site.

V. Application Review

Evaluators are asked to apply the following five criteria when judging the quality of applications.

1. The intellectual significance of the proposed project, including its value to humanities scholars, general audiences, or both.

2. The quality or promise of quality of the applicant's work as an interpreter of the humanities.

3. The quality of the conception, definition, organization, and description of the project and the applicant's clarity of expression.

4. The feasibility of the proposed plan of work, including, when appropriate, the soundness of the dissemination and access plans.

5. The likelihood that the applicant will complete the project.

Fellowships support projects at any stage of development.

Review and selection process

All applications receive peer review. Knowledgeable persons outside NEH will read each application and advise the agency about its merits. NEH staff comments on matters of fact or on significant issues that otherwise would be missing from these reviews, then makes recommendations to the National Council on the Humanities. The National Council meets at various times during the year to advise the NEH chairman on grants. The chairman takes into account the advice provided by the review process and, by law, makes all funding decisions. More details about NEH's review process are available here.

VI. Award Administration Information

Award notices

Applicants will be notified of the results of their applications by e-mail in early December 2014. Notice will be sent to the e-mail address supplied in the application. All applicants may obtain the evaluations of their applications by sending an e-mail message to fellowships@neh.gov.

Award conditions

Before submitting an application, applicants should review NEH's Research Misconduct Policy.

The requirements for awards are contained in the General Information on NEH Fellowships and any specific terms and conditions contained in the award document.

Reporting requirements

A final performance report will be due within ninety days after the award ending date. This report must be submitted electronically via eGMS, NEH's online grant management system. Instructions for preparing the final report are available in eGMS.

A final financial report is not required.

VII. Points of Contact

If you have questions about the program, contact:

Division of Research Programs
National Endowment for the Humanities
Washington, DC 20506
202-606-8200
fellowships@neh.gov

If you need help using Grants.gov, refer to

Grants.gov: www.Grants.gov
Grants.gov help desk: support@grants.gov
Grants.gov customer support tutorials and manuals:

http://www.grants.gov/web/grants/applicants/applicant-resources.html
Grants.gov support line: 1-800-518-GRANTS (4726)
Grants.gov troubleshooting tips

VIII. Other Information

Privacy policy

Information in these guidelines is solicited under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, 20 U.S.C. 956. The principal purpose for which the information will be used is to process the grant application. The information may also be used for statistical research, analysis of trends, and Congressional oversight. Failure to provide the information may result in the delay or rejection of the application.

Application completion time

The Office of Management and Budget requires federal agencies to supply information on the time needed to complete forms and also to invite comments on the paperwork burden. NEH estimates that the average time to complete this application is fifteen hours per response. This estimate includes time for reviewing instructions, researching, gathering, and maintaining the information needed, and completing and reviewing the application.

Please send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the completion time, to the Chief Guidelines Officer, at guidelines@neh.gov; the Office of Publications, National Endowment for the Humanities, Washington, D.C. 20506; and the Office of Management and Budget, Paperwork Reduction Project (3136-0134), Washington, D.C. 20503. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB number.

APPLICATION CHECKLIST

☐ **Verify your registration or register with Grants.gov.** Complete at least two weeks before the deadline.

☐ **Download the application package from Grants.gov.** The program resource page on NEH's website has a direct link to the package. You can also search Grants.gov for this program.

☐ **Complete the following forms contained in the Grants.gov application package.**

1. Application for Federal Domestic Assistance – Individual Form

2. Attachments Form—Using this form, attach the parts of your application as described in the guidelines:

ATTACHMENT 1: Narrative (name the file "narrative.pdf")

ATTACHMENT 2: Bibliography (name the file "bibliography.pdf")

ATTACHMENT 3: Résumé (name the file "resume.pdf")

ATTACHMENT 4: Appendix or appendices (only if necessary). Necessary appendices include editing samples, translation samples, database samples, and visual materials. Name the file "appendix.pdf".

Note that if you do not use the file names indicated above, your application may be rejected.

Your attachments must be in Portable Document Format (.pdf). We cannot accept attachments in their original word processing or spreadsheet formats. If you don't already have software to convert your files into PDFs, many low-cost and free software packages will do so. You can learn more about converting documents into PDFs here.

3. NEH Supplementary Information for Individuals Form.

☐ **Upload your application to Grants.gov.** NEH **strongly** suggests that you submit your application no later than 5:00 p.m. Eastern Time on the day of the deadline. Doing so will leave you time to contact the Grants.gov help desk for support, should you encounter a technical problem of some kind. The Grants.gov help desk is available seven days a week, twenty-four hours a day (except on federal holidays), at 1-800-518-4726. You can also send an e-mail message to support@grants.gov.

☐ **Monitor the status of your letters of recommendation.** You may do so by logging in to the secure area of NEH's website. All letters must be received no later than June 3, 2014.